

7 April 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting at National Archives on Suitland Records Center  
6 April 1967

1. Thursday, 6 April 1967 a meeting was held at National Archives to discuss the storage and servicing of CIA/USIB Intelligence Reference Collections in the Federal Records Center at Suitland, Maryland. The following were present:

Herbert E. Angel, Assistant Archivist for Federal Records  
Centers, NARS

Gordon Williams, Manager Federal Records Center, Suitland, Md.

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2. The purpose of this meeting was to complete arrangements covering the storage of CIA/USIB records in the Federal Records Center. Mr. Angel explained that he could not approve use of space in the Center for a publications distribution system. There was some discussion regarding the interpretation of inactive records and extra copies of reports. The GSA policy precludes storage of non-record material. It was agreed that this CIA/USIB collection could be accepted for storage provided CIA reimburse the Records Center for Personnel to service the material. Mr. [redacted] acknowledged that such reimbursement might possibly be arranged.

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3. The activity of the records to be stored was discussed. Mr. [redacted] indicated that statistics for the last month showed about 500 service actions. This is considered to be average and a statistical analysis of recent years will be completed and supplied GSA. This work load is well within the GSA standard for inactive records (i.e. Not more than one service action per month per drawer full (2 cu. ft.) of files in storage).

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4. [redacted] explained the current security requirements for a personnel barrier similar to the GSA TOP SECRET compartment in the adjoining vault and that CIA would reimburse GSA for this installation. Representatives from the CIA Offices of Security and Logistics and the Chief of the Agency Archives and Records Center had surveyed the area on 6 March 1967 and drafted a preliminary plan for such compartmentation. This plan will be provided Mr. Williams in the coming week. A Work Order will be forwarded as soon as authorization is obtained.

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5. The problem of personnel to service this CIA material remains to be agreed upon by both GSA and CIA. Various possibilities were discussed and mitigating circumstances explained as follows:

a. CIA Office of Security insists that any GSA personnel servicing CIA records must have a CIA security clearance which includes an investigation, polygraph, and completion of a Personal History Statement as a minimum requirement.

b. GSA maintains they must have supervisory control over employees working in the Federal Records Center.

c. Three possible solutions are:

(1) For GSA Records Center employees to be investigated and cleared by the CIA Office of Security to handle CIA Records Material.

(2) Another solution would be for CIA employees to resign and transfer to GSA for duty in the CIA Compartment at the Federal Records Center.

(3) To satisfy requirements in both Agencies two CIA employees could be assigned to serve tours of duty with GSA as integrated GSA employees. Other CIA employees would be rotated through this assignment as required.

STAT 6. Mr. Angel and [ ] will explore the personnel possibilities with their respective personnel Directors and meet again to complete arrangements.

7. Finally, it was agreed that when the Vault was ready and arrangements complete, the CIA would provide for the transfer of the records from its storage to Suitland. Also, it was agreed that the CIA courier system would pick up and deliver material from the vault. Obsolete material for destruction would also be removed by the courier and not destroyed in the Suitland pulverizer. The GSA requests they be furnished servicing statistics related to the CIA records volume in storage and the rate of services being provided.

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Chief,  
Records Administration Staff